

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

1 August 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 20-800-10

SUBJECT: Processing Request for Personnel Action, Form 1152a

1. The Office of Personnel is converting to a mechanized system for the preparation and coding of personnel actions on 1 September 1957. It will be some time before records for all staff personnel have been processed by this semi-automatic method. Effective immediately and during the conversion period, Request for Personnel Action, Form 1152a, will replace SF-52 and be used to request any type of personnel action on an individual. After a Form 1152a has been prepared on an individual, the Office of Personnel will furnish the requesting office a Form 1152 for subsequent requests for personnel actions on the individual concerned. Form 1152 is a five-part fanfold with Items 1 through 26 pretyped. The SF-52 will continue to be used for Recruitment Requests until further notice.

STATINTL

2. Requesting offices will follow procedures established for the use of SF-52 in preparing the Request for Personnel Action, Form 1152a, insofar as number of copies and channels are concerned.

Guide to the Preparation and Processing of Standard Form 52, Request for Personnel Action, which is now under revision contains detailed instructions for processing personnel actions on the new Agency Forms 1152 and 1152a. In the meantime, the Chief, Transactions and Records Branch, Records and Services Division, (extension 4022) is available to answer questions which may arise. "Code" information shown on Form 1152a will be completed by Records and Services Division.

3. Form 1152a will be available in Building Supply Rooms.

STATINTL

Gordon M. Stewart
Director of Personnel

Attachment:
Form 1152a

OPM 18-57

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NO CHANGE IN CLASS ☒
☐ DECLASSIFIED
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